



**KENTUCKY REGISTERED**  
**SANITARIAN**  
**EXAMINING COMMITTEE**

**PROTOCOLS FOR ACQUIRING CONTACT HOURS**  
**JULY 1999**

**All courses should seek pre-approval for contact hours**

**Course information to be provided to the secretary for pre-approval shall include:**

- 1. Course title**
- 2. Speaker names with biography's**
- 3. Agenda of course, or detailed course description with specific time breakdown**

**Contact hours will be assigned by Eastern Kentucky University**

**Official sign in sheets will be provided by the secretary**

**Only names submitted on official sign in sheets will be counted.**

**Each meeting group shall designate a person responsible for providing official sign in sheets for members, and further to be responsible for submitting those sheets to the secretary after the meeting in a timely fashion.**

**Contact hours will be assigned and on file with the secretary.**

**Roy Foushee**  
**Chair, R.S. Committee**

**Guy F. Delius**  
**Secretary, R.S. Committee**